

Consolidated Work Plan
Navajo Abandoned Mine Lands Program (NAML)
MSCA
RP
Fiscal Year: 2018
Modification 3

Reporting Milestones:

- Midyear Performance Report - Due: 9/30/2018
- Draft Final Report – Due: 07/28/2018
- Final Report – Due: 10/31/18

Key Staff

Name	Title	Projected Cost of Full Time Equivalent for Grant Duration	Assignments
Madeline Roanhorse	Department Manager – WR AML	See detailed budgets (attached)	Supervises Window Rock Admin staff. Provide planning and direction; Review, work plans, grants, budget and signature authority, department management, monitor MSCA Grant, provide direction; implement policies and procedures, personnel management, develop annual AUM goals, attend meetings. Liaison with Federal, State and, Navajo Nation Offices.
Marietta Jensen	Program & Project Specialist- WR AML	See detailed budgets (attached)	Oversee grants management at Window Rock level by working with NNOMB, NNOOC, and Personnel Dept. Provide direction and guidance on finance, contracts, records and property. Prepare budgets, tracking, management, invoices, FMIS tracking and grants monitoring. Coordinate with Administrative offices – OOC, OMB, Personnel, and DNR. Attend meetings and

			possible field visits. Maintain files.
Rose M. Grey	Program Manager II - Shiprock AML	See detailed budgets (attached)	Supervise, coordinate and oversee daily operation of Shiprock field office; Perform technical support to Department Manager III (Madeline Roanhorse) by completing grant applications, researching project milestones, drafting reports, reviewing documents, applying policies, and plans where applicable. Provide Technical and Administrative reviews, make technical and administrative recommendation. Assist with Public Relations and Trainings. Attend field visit as needed, assist with required grant compliances/visits and meetings.
Melvin H. Yazzie	Principal Mining Engineer	See detailed budgets (attached)	Plan and coordinate all technical AUM assistance needed by US/Navajo EPA and appropriate stakeholders/PRP's. Advise Civil Engineers on field work related activities. Attend all technical and project meetings, including community impact meetings. -Assist with various AUM site assessments. Coordinate short and long term strategic plans.
Gilbert Dayzie	Civil Engineer - Shiprock AML	See detailed budgets (attached)	Conduct site visits, provide engineering & technical reviews, info of past reclamation work on AUM sites and assist with design ideas. Attend project meetings & trainings. Provide engineering reviews, recommendations, cost estimates, public relations

			support and prepare reports.
Anselm John (Not part of the cost for the extension, already covered under the existing grant March 2017 grant modification)	Engineering Technician Shiprock AML	See detailed budgets (attached)	Provide technical support to Civil Engineers. Construction monitoring, drafting/mapping.
Bertha Matchers	Administrative Assistant - Shiprock AML	See detailed budgets (attached)	Provide administrative support by doing travel arrangements, timesheets, budget monitoring, procurement, project files, personnel, and grant meetings and mail runs. Provide administrative support with NN Administration offices – OOC, OMB, Personnel, and DNR.
Ray Tsingine	Program Manager II - Tuba City AML	See detailed budgets (attached)	Supervise, coordinate and oversee daily operation of Tuba City field office; Perform technical and provide support to Department Manger III by completing grant applications, researching project milestones, drafting reports, reviewing documents applying policies and plans where applicable. Provide administrative reviews, conduct and recommendations. Assist with Public Relations and Trainings. Attend field visit as needed, assist with required grant compliances/visits and meetings.
Ernest Grayeyes	Civil Engineer - Tuba City AML	See detailed budgets (attached)	Conduct site visits, provide engineering & technical reviews, info of past reclamation work on AUM sites and assist with design ideas. Attend

			project meetings & trainings Provide engineering reviews, recommendations, cost estimates, public relations support and prepare reports.
Valerie Fowler	Administrative Assistant - Tuba City AML	See detailed budgets (attached)	Provide administrative support by doing travel arrangements, timesheets, budget monitoring, procurement, project files, personnel, grant meetings, and mail runs. Provide administrative support with NN Administration offices – OOC, OMB, Personnel, and DNR.
Joni Nofchissey	Shiprock AML /UMTRA	See detailed budgets (attached)	Assist with all AUM information gathering, initiate QAPP development, set up basic CERCLA requirement. NECR, Tronox. Provide reviews from an environmental perspective.
Cameron Corley	Environmental Specialist – SR AML	See detailed budgets (attached)	Assist with all AUM information gathering, initiate QAPP development, set up basic CERCLA requirement. Provide reviews from an environmental Perspective.
Ophelia Yazzie	Administrative Assistant/WR AML	See detailed budgets (attached)	Provide administrative support to three AML offices, assist with financial documents/tracking, records and property management. Provide customer services.
Kayla Bia	Office Specialist – WR AML	See detailed budgets (attached)	Provide administrative support by doing-travel vouchers, timesheets, procurement tracking, documentation, project files and meetings.
Cortasha Upshaw	Senior Public Information Officer	See detailed budgets (attached)	Provide Public Relations (PR) assistance on AUM activities, report writing,

			attend site visits and meetings, assist with PR events/booths, information dissemination, provide communication assistance between stakeholders. Documentation via photographs/videos and press releases.
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	Progress Toward Outputs/Outcomes (cumulative by quarter)	Deliverables & Commitments	Funding Amount
A. Planning and Project Management			
Reporting			
Development of weekly, monthly, quarterly, and end-of-year (EOY) reports. Madeline Roanhorse Rose Grey Raymond Tsingine Marietta Jensen Melvin H. Yazzie Gilbert Dayzie Ernest Greyeyes	Staff to provide draft reports for summarization and complete consolidated Semi-Annual Progress Report (SAPR) and Annual Progress/EOY Report (APR).	Consolidated SAPR and APR. This will be NAML Standard reporting. Similar to OSM-51 closeout or annual report.	
Administrative Support - Administer grant and general management. Marietta Jensen Bertha Matchers Valerie Fowler Ophelia Yazzie Kayla Bia	Routine office task report for all grants budget reports describing mid-year and EOY drawdowns, burn rate analysis to be included in SAPR and APR.	Consolidated SAPR and APR, including budget reports.	
Project Development and Program Capacity Building. Rose Grey Raymond Tsingine Melvin H. Yazzie Gilbert Dayzie Ernest Greyeyes Cameron Corley Cortasha Upshaw	Program will revise and Navajo Nation wide AUM QAPP to the best of their ability. Parts requiring NNEPA and other agency review and input will be flagged as needing additional review and input by Navajo agencies. NNAML PO will notify the NNEPA PO of areas requiring further input.	EPA and NNAML. Produce sections and outlines for Nationwide AUM QAPP.	

Program Management

EPA Requirements – NNAML Workplan and budget development Madeline Roanhorse Melvin H. Yazzie Gilbert Dayzie Ernest Greyeyes Rose Grey Ray Tsingine Marietta Jensen Valerie Fowler Bertha Matchers Cortasha Upshaw	Communicate with EPA PO, RPMs, EPA management verbally and in writing to inform grant workplan elements. Perform all EPA required administrative tasks needed to track, spend, and report grant activities.	Grant application Final EPA workplan Final EPA Budget	
Navajo Nation Requirements – NNAML Workplan and budget development Madeline Roanhorse Marietta Jensen Rose Grey Raymond Tsingine Melvin H. Yazzie Cortasha Upshaw	Communicate with NNOMB, NNDOJ, NNOPVP, NNOOC, NNEPA, and other Navajo Agencies verbally and in writing to ensure the grant is in place, spent, and billed consistent with EPA terms and conditions.	164 package Navajo detailed budgets NNOMB, NNOOC, USEPA post award documentation and billing	
Updates to the Division of Natural Resources Madeline Roanhorse Marietta Jensen Rose Grey Raymond Tsingine Melvin H. Yazzie	Ensure that quarterly reports are updated on the progress of the AUM partnership and be available to answer questions.	Reports and meetings	

Training and Meetings			
Meetings with US EPA and NNEPA (quarterly and other). Attend Navajo Nation council meetings, and other meetings in support of and relevant to work plan activities. Madeline Roanhorse Rose Grey Raymond Tsingine Marietta Jensen Gilbert Dayzie Ernest Greyeyes Cortasha Upshaw	Summarize the following information for each meeting: 1) Date and location (if applicable); 2) Purpose; and 3) AML participants. Attend the Quarterly USEPA Stakeholders meetings and other meetings both on and off-reservation.	Summary of meetings attendance and costs to be included in relevant reports. EPA Quarterly/Tronox Meetings Other relevant EPA meeting upon request	
Training attendance. Marietta Jensen Rose Grey Melvin H. Yazzie	Summarize the following information for each training: 1) Date and location (if applicable); 2) Purpose; and 3) AML participants.	Summary of meeting, attendance, schedule and costs of attendance.	

<p>Gilbert Dayzie Raymond Tsingine Ernest Greyeyes Cameron Corley</p>	<p>Staff training attendance shall be included in relevant reports once a year.</p>	<p>EPA Tribal Conference (RTOC)</p> <p>Radiation Assessment and Remediation, Theory and Operation of Rad. Instruments; EPA Training</p> <p>Remedial Project Managers Conference;</p> <p>Waste Management Symposium</p> <p>Navajo EPA GAP Conference,</p> <p>MARSSIM 101</p> <p>8 hour HazWOPER refresher</p> <p>Waste Management (WM) Symposium</p> <p>StormCON</p> <p>Environmental Awareness Bootcamp</p> <p>Grants Management Training</p> <p>(See Appendix A for more detail)</p>	
<p>Training attendance. Madeline Roanhorse Marietta Jensen Rose Grey Melvin H. Yazzie Gilbert Dayzie Anselm John Bertha Matchers Raymond Tsingine Ernest Greyeyes Valerie Fowler Joni Nofchissey Ophelia Yazzie Kayla Bia Cortasha Upshaw</p>	<p>Work within the Team AUM framework to coordinate AUM cleanup efforts with USEPA and Navajo Nation. Summarize the following information for each meeting: 1) Date and location (if applicable); 2) Purpose; and 3) AML participants.</p>	<p>Two 2-day workshops/site visits to take place on the Navajo Nation twice a year. Team AUM related</p> <p>First year grant year only one meeting and thereafter meeting to be done quarterly</p>	

Cameron Corley			

Space, Equipment, Contracting			
Mesa 5 venthole and shaft	Follow Navajo Nation procedures to procure contractors to seal venthole and shaft on Mesa 5.	Deliverable: Procurement and planning documents	
Cove Air Monitoring	Follow Navajo Nation procedures to coordinate with NTUA on the installation of concrete pads for air monitoring.	Deliverable: Procurement and planning documents	
Health Physicists	Follow Navajo Nation procedures to procure a contract health physicist to assist with QAPP, Health and Safety, and radiological program development. Consultant to assist with H.P. Equipment, AML / NN QAPP development and implement training for staff.	Summary document reporting on work performed by health physicists.	
Equipment Maintenance Marietta Jensen Rose Grey Raymond Tsingine Melvin H. Yazzie Valerie Fowler Bertha Matchers	Maintain purchase equipment	Provide invoices, receipts for maintenance and repairs	
AML AUM Database Support (ongoing)	Enter into a contract with a data management provider to maintain, organize, and disseminate past and current NNAML data upon request. Will assist with maintaining data records relevant to EPA work. Will maintain data base and records for Team AUM.	Deliverable: Procurement and planning documents Data provided upon request	
Create a GIS layer of all AML pre and post design drawings showing AUMs before and after reclamation work was performed. Lidar analysis, incorporate new technology for as-builts. Melvin H. Yazzie Gilbert Dayzie	Submit a proposal to get AML design drawings in GIS. Provide an orientation to USEPA on Navajo AML GIS	Create GIS layer and distribute to EPA and Navajo EPA. Incorporate a Lidar layer.	

Ernest Greyeyes Joni Nofchissey Anselm Johns Rose Grey	Database content. Already funded, maybe delete in this section. Or no changes.		
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General Support Applicable to all Sites or Navajo Nationwide Coordination			
Act as a technical expert to EPA and NNEPA, and provide comments on project execution or documents impacting project execution. Share relevant information about AML work at the mines, including historic documents. Rose Grey Raymond Tsingine Melvin H. Yazzie Gilbert Dayzie Ernest Greyeyes Cameron Corley	Written comments, emails, participation in calls and meetings. Submission of deliverables upon request (i.e. technical memorandums, reports, figures, etc...).	To be determined by RPM/OSC managing the project.	
Participate in Five-Year Plan (FYP) coordination and reporting. Madeline Roanhorse Marietta Jensen Rose Grey Raymond Tsingine Melvin H. Yazzie Gilbert Dayzie Ernest Greyeyes Cameron Corley Cortasha Upshaw	Review FYP documents, participate in meetings, and calls.	Participate in FYP calls and events. Comment on FYP plan deliverables.	
Assist with interpreting and applying previously collected AML data to project objectives. Rose Grey Raymond Tsingine Melvin H. Yazzie Gilbert Dayzie Ernest Greyeyes Cameron Corley	Be available to discuss previous AML work.	Deliverables may include call participation, emails, reports, and interaction with stakeholders and contractors executing RES/Removal work.	
Conduct site visits and tours to observe and report onsite and offsite conditions upon request. Melvin H. Yazzie Gilbert Dayzie Ernest Greyeyes	Conduct visual inspection of mines of interest to EPA and NEPA.	Provide email/written summary of site visit/inspection.	

Joni Nofchissey Cameron Corley Cortasha Upshaw			
Maintenance and inspection of interim repositories. Melvin H. Yazzie Gilbert Dayzie Ernest Greyeyes Cameron Corley	Inspect and maintain AUMs or AUM interim repositories upon request.	Inspection report. Draft maintenance plan and schedule.	
Support and advise EPA on Navajo small-business outreach. Madeline Roanhorse Marietta Jensen Rose Grey Raymond Tsingine Melvin H. Yazzie Gilbert Dayzie Ernest Greyeyes Cortasha Upshaw	Provide information on how AML goes about selecting Navajo owned businesses for projects. Be available to participate in meetings where small business outreach is the topic. Help put EPA in touch with other Navajo agencies that can assist with the goal of hiring Navajo owned and local businesses. Work with PRPs/Trustee to assist with their local hiring strategy.	Attend meetings and provide relevant information to increase Navajo business participation in EPA projects.	
Produce and disseminate AUM safety/risk mitigation material for children and young adults. Marietta Jensen Rose Grey Melvin H. Yazzie Gilbert Dayzie Raymond Tsingine Ernest Greyeyes Valerie Fowler Marsha Johns Cameron Corley Cortasha Upshaw Kayla Bia	Submit a proposal for material to be disseminated to children and young adults; costs estimate for producing and distributing such material should be included.	Submit proposal for radiation and AUM safety material for children/teenagers. Get Partners involved to assist – IHS, Dine College, DOE, etc... for approval.	

Mine Name	SSID	EPA RPM/OSC & NAML Staff	Work to be performed – Deliverables and Tasks by project	Estimated Funding Amount
NECR	09PM	EPA: Sara Jacobs NN AML: Rose Grey	1) AML will review and comment on the following sections of the 95% design document: 95% Design Sections Proposed for AML Review	

		<p>Melvin H. Yazzie Gilbert Dayzie Cameron Corley</p>	<p>Appendix B: Early Work and Construction Support Facilities Appendix D: Haul Roads Appendix E: Management of Contaminated Storm Water during Constriction Appendix J: Technical Specifications (including those below) Division 02 – Sitework (See page 3-2 of Appendix J) 02000 Control of Dust 02120 Road, Staging, and Parking Area Maintenance 02160 Sediment and Erosion Control 02200 Earthwork Appendix M: Traffic Safety and Security Plan Drawings: Review of drawings related to relevant design sections.</p> <p>2) AML will spend time reviewing the 30% design as needed to better help and prepare for commenting on the 95% design.</p> <p>3) AML will submit after trip reports for any field visit associated with this site. After trip reports (1 paragraph – 2pages max) should be provided for documentation.</p> <p>4) AML staff will participate in weekly calls.</p> <p>5) AML staff AML can participate in trips associated with this site during the POP. These trips may include NECR site visits, or in-person meetings to go over design documents.</p>	
Quivera Mine Site	09QM	<p>EPA: Mark Ripperda/Jacob Phipps</p> <p>NN AML: Rose Grey Melvin H. Yazzie Gilbert Dayzie Cameron Corley</p>	<p>1) Most work scoped for AML at Quivira assumes the draft EE/CA has been shared with the Navajo Nation.</p> <p>2) Provide written comments on the draft EE/CA document and appendices.</p> <p>3) Tip visits and off-site meeting. These trips may include participation in internal Navajo Nation meetings to coordinate a response to the draft EE/CA or to attend meetings with R9 and/or R6 related to the EE/CA. After trip reports (1 paragraph – 2pages max) should be provided for documentation.</p> <p>4) NNAML participation in any calls if needed.</p>	\$

Mariano Lake	09TA	<p>EPA: Mark Ripperda/Jacob Phipps</p> <p>NNAML: Rose Grey Melvin H. Yazzie Gilbert Dayzie Cameron Corley</p>	<p>1) Review and comment on a draft EE/CA and any documents that support the “Data Gaps” effort</p> <p>2) NNAML participation in any calls if needed.</p> <p>3) Site visits and community involvement. AML is encouraged to combine trips when possible and split charges for the visits if possible.</p>	
Mac #1 and #2; Black Jack #1 and #2	A954	<p>EPA: Mark Ripperda, Jacob Phipps</p> <p>NN AML: Rose Grey Melvin H. Yazzie Gilbert Dayzie Cameron Corley</p>	<p>Generally AML will perform field oversight of Homestake and their contractor as they assess physical hazards and propose a plan to address these hazards</p> <p>Review and comment on Site documents.</p> <p>Trips and site visits in support of RSEs and physical hazards removal work at the Mac and Blackjack mines</p>	
Ruby Mines		<p>NN AML: Rose Grey Melvin H. Yazzie Gilbert Dayzie Cameron Corley</p>	<p>Participation in calls</p> <p>Site Visits</p> <p>Review and comment on documents associated with the RSEs.</p>	
Skyline	09SY	<p>EPA: Ken Rhames, Jason Musante</p> <p>NN AML: Melvin H. Yazzie Gilbert Dayzie Cameron Corley</p>	<p>Site Inspections, Technical recommendations, Public Relations; Post-Removal Site Control for Skyline (09SYTA00) Repository Cap, work includes: AML to take lead for planning, engineering, cost estimating, bidding, awarding, and construct.</p>	
TRONOX – RSEs		<p>EPA: Chip Poalinelli</p> <p>NN AML: Rose Grey Melvin H. Yazzie Gilbert Dayzie Cameron Corley Joni Tallbull</p>	<p>Help support the project by providing relevant AML historic documents such as contracting records, technical specifications, as-builts, and any other documents that will help support the intent and scope of the road-building and RSE efforts.</p> <p>Be onsite as needed to help support EPA and EPA contractors with road construction, investigation, tribal ecological knowledge, field decisions.</p>	

		Cortasha Upshaw	<p>Provide support for and assist with youth/student and Dine college participation upon request.</p> <p>Prepare the contracting and RFP documents for sealing the Mesa V venthole shaft and entrance in coordination with the RPM.</p> <p>Travel and participate in Chapter level, Navajo Nation level, Region 9, and Tronox Team (R6/R9, New Mexico, and Navajo Nation) meetings upon request.</p>	
TRONOX – Watershed Assessment		<p>EPA: Gaelle Glickfield</p> <p>NN AML: Rose M. Grey Melvin H. Yazzie Gilbert Dayzie Joni Nofchissey Cameron Corley</p>	<p>Help support the project by providing relevant AML historic documents such as contracting records, technical specifications, as-builts, and any other documents that will help support the intent and scope of the road-building and RSE efforts.</p> <p>Provide support for and assist with youth/student and Dine college participation upon request.</p> <p>Be onsite as needed to help support EPA and EPA contractors with all tasks associated with the Cove Watershed.</p> <p>Review and comment on the Cove Watershed Assessment report.</p> <p>Review, comment on, and help inform the scope, intent, and logistics of any proposed time-critical removal action associated with protecting the watershed. This includes helping to propose and/or evaluate proposed methods for mine waste source control, erosion control. Communication on these methods will be done in coordination with NNEPA, EPA, and EPA contractors. Produce a 1 – 5 page deliverable on preliminary suggestions by the end of this POP.</p> <p>Review and comment on the Crop and Irrigation Study.</p> <p>Map the borehole locations in GIS.</p> <p>Work with EPA on a plan to groundtruth borehole locations once mapped. If contracting is needed, AML will prepare all documents necessary to go out for RFP for the borehole groundtruthing effort.</p>	

			<p>Review and comment on the Cove Conceptual Site Model report.</p> <p>Air Study: in coordination with EPA and EPA ERT, AML with prepare contract and documents necessary to accomplish the following by the end of the POP</p> <ol style="list-style-type: none"> 1. Construction of pads and fencing at each air monitoring sampling location. 2. Contracting with NTUA to split power at each sampling location. 3. Contracting with an electrician for any remaining work after to connect after NTUA has split power. <p>AML will provide any other assistance needed to support the air study effort.</p>	
Cove Transfer Station	09XL	<p>EPA: Chip Poalinelli</p> <p>NN AML: Rose M. Grey Melvin H. Yazzie Gilbert Dayzie Cameron Corley Cortasha Upshaw</p>	Post removal site control	
EPNG	A901	<p>EPA: Sona Chilingaryan</p> <p>NN AML: Ray Tsingine Rose M. Grey Ernest Greyeyes Valerie Fowler Melvin H. Yazzie Cameron Corley</p>	<p>Survey EPNG sites and document any need for reclamation.</p> <p>Site visits and site related travel</p> <p>After trip reports</p> <p>Review and comment on documents associated with possible time-critical action and the start of EPNG RSEs.</p>	
EnPro AUMs	A902	<p>EPA: Sona Chilangaryan</p> <p>NN AML: Raymond Tsingine Ernest Greyeyes Melvin H. Yazzie</p>	<p>Survey EnPro sites and document any need for reclamation. Phone call participation</p> <p>Site visits and site related travel</p> <p>After trip reports</p> <p>Review and comment on documents associated with possible time-critical action and the start of EnPro RSEs.</p>	

		Valerie Fowler		
Section 9 Lease	A946	EPA: NN AML: Raymond Tsingine Ernest Greyeyes Melvin H. Yazzie Valerie Fowler	No work for this funding period. Will revisit need for NNAML involvement next POP.	